

Khapra Beetle Survey Farm Bill Survey Work Plan – July 2013-June 2014

Cooperator:	Kansas Department of Agriculture		
State:	Kansas		
Project:	Khapra Beetle Survey		
Project funding source:	Farmbill Survey <input checked="" type="checkbox"/>		
Project Coordinator:	Laurinda Ramonda		
Agreement Number	13-8420-1600-CA		
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This Work Plan reflects a cooperative relationship between the Kansas Department of Agriculture (KDA) (the Cooperator) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for conducting a khapra beetle survey and the related roles and responsibilities of the Kansas Department of Agriculture and the related roles and responsibilities of the parties as negotiated.

I) OBJECTIVES AND NEED FOR ASSISTANCE

- Gather survey data necessary to maintain support for grain export from Kansas
- Obtain information on pest pathways through survey
- The funding will make it possible to gather data which supports exports and protects the Kansas wheat industry. Wheat exports are a major part of the Kansas economy.

II) RESULTS OR BENEFITS EXPECTED

The Cooperator seeks to conduct a program which is expected to result in:

A. What results or benefits will be derived from the cooperative effort?

1. Geographic assessment will occur from data gathered on locations of high risk.
2. Identification of pathways so action can be taken to stop further spread of pests.
3. Support domestic and foreign exports of wheat from Kansas.
4. Survey and identification of the khapra beetle, if present.

III) APPROACH

What is the plan of action or approach to the work?

The survey will be conducted in Junction City, Kansas City, Lawrence, Manhattan, Topeka, Salina and Wichita.

1. Two traps will be set at 40 sites and checks will occur weekly to 10 days.
2. Traps will be placed 25-40 feet apart and high enough off the ground to be easily serviced.
3. Trap sites will be determined by KDA staff and will target distributors of host materials-Oriental markets, spice stores, natural food stores, grocery stores and warehouses.
4. Trapping will be done by one seasonal staff person.
5. USDA-APHIS-PPQ will supply vertical wall-mount khapra beetle traps and lure
6. Traps will be monitored in July and August.
7. Trapping will be done by KDA seasonal staff person.
8. Screening of suspect khapra beetles (*Trogoderma granarium*) will be performed by the state entomologist.
9. Confirmation of suspect khapra beetle (*Trogoderma granarium*) will be performed by PPQ.
10. Salary is included in the attached financial plan.

A. The Cooperator and APHIS Mutually Agree to/that:

- Utilize Cooperator and APHIS program funding, as outlined in the Financial Plan, within the authorized parameters to support survey, detection and objectives.

1. What is the quantitative projection of accomplishments to be achieved?

a. By activity or function, what are the anticipated accomplishments by month, quarter, or other specified intervals?

- Trapping will occur from July and August.
- Survey will be done by one seasonal staff person.
- Data will be entered into the IPHIS database when pest identification is confirmed and/or becomes available.
- GPS coordinates will be included with surveys.
- Geographic assessment will occur from data gathered on high risk locations.
- Survey and identification of the khapra beetle, if present.

b. What criteria will be used to evaluate the project? What are the anticipated results and successes?

- Pest detection survey activities completed.

- All data collected from the pest detection survey is entered into the IPHIS database.
- SPHD, SPRO, PSS, SSC meetings to keep updated on issues, if needed.
- Presence or absence of the khapra beetle will be identified.
- Better knowledge of high risk sites.

c. What methodology will be used to determine if:

1. Identified needs are met

- Survey completed within specified timeframe.

2. Results and benefits are achieved

- Review of the IPHIS database to ensure that data from the pest detection activities have been entered.
- Review of the accomplishment reports, supporting outreach materials (if applicable), and maps.
- SPHD, SPRO, PSS, SSC meetings to keep updated on issues.

2. What type of data will be collected and how will it be maintained?

a. Address timelines for collection and recording of data.

All survey data from cooperative agreements involving pest surveys will be entered by the State Survey Coordinator or KDA staff into the IPHIS database to include but not limited to observation number, observation date, data source, state/county, site code, pest code, pest status, and survey method.

The data entry requirements are:

- Enter new national, state, and county records into IPHIS database within 48 hours of confirmation of a pest or pathogen identification by a recognized identifier.
- Non-time sensitive records, including negative data, must be entered into IPHIS within 2 weeks of confirmation.
- Negative data will be entered within 2 weeks of decommissioning a trap, obtaining the results from an identifier, or performing a laboratory assay.
- Survey data will be collected with GPS technology for internal pathway analyses. Survey maps will be developed from approved GIS mapping software.

b. How will APHIS be provided access to the data?

- Complete, accurate, and timely pest survey data will be entered into IPHIS using approved protocol and accessible.
- Semi-annual and annual survey accomplishment reports submitted to ADODR.

B. The Cooperator will:

- Document locations by GPS coordinate.
- Maintain equipment used in this survey upon completion of project.
- Hire one seasonal staff person will conduct trapping surveys in Junction City, Kansas City, Lawrence, Manhattan, Topeka, Salina and Wichita, July 2013 through August 2013.
- Supply GPS equipment.
- Provide vehicle for travel for conducting survey and collecting data.

1. By function, what work is to be accomplished?

- Trapping will occur from July through August.
- Survey will be done by one season staff person.
- Screening of suspect insects will be done by the state entomologist.
- Data will be entered into the IPHIS database when pest identification is confirmed and/or becomes available.
- GPS coordinates will be included with surveys.
- Suspect khapra beetle specimens in traps will be sent to a PPQ qualified identifier.
- Geographic assessment will occur from data gathered on high risk areas.
- Survey and identification of the khapra Beetle, if present.

2. What resources are required to perform the work?

- State entomologist to screen for suspect khapra beetles.
- Qualified identifier for confirmation of khapra beetle suspects.
- One season staff person to conduct trapping survey.
- GPS unit and map for locations.
- Vehicle and fuel.
- Provided by Cooperator, office space with associated services and utilities, computers and other office equipment for the use of Cooperator personnel. These include digital camera and computer with internet service. Computers will be used for entering survey data into the state survey database and IPHIS database.

3. What numbers and types of personnel will be needed and what will they be doing?

- One seasonal staff person will conduct the trapping survey.
- Data acquired will be entered into IPHIS by State Survey Coordinator or KDA staff.
- PPQ qualified identifier for suspect khapra beetle confirmation.

4. What equipment will be needed to perform the work? Include major items of equipment with a value of \$5,000 or more.

- a. What equipment will be provided by the cooperator? N/A**

- b. What equipment will be provided by APHIS? N/A**
 - c. What equipment will be purchased in whole or in part with APHIS funds?**
N/A
 - d. How will the equipment be used? N/A**
 - e. What is the proposed method of disposition of the equipment upon termination of the agreement/project? N/A**
- 5. Identify information technology equipment, e.g., computers, and their ancillary components.**
 - GPS units to document locations
 - KDA computers with internet to enter data
- 6. What supplies will be needed to perform the work?**
 - GPS units
 - Computers
 - Alcohol
 - Vials
 - Khapra beetle traps
 - Khapra beetle lure
 - a. What supplies will be provided by the Cooperator?**
 - GPS units
 - Computers
 - b. What supplies will be provided by APHIS?**
 - Khapra beetle traps
 - Khapra beetle lure
 - c. What supplies will be purchased in whole or in part with APHIS funds?**
 - N/A
 - d. How will the supplies be used?**
 - For trapping and specimen collection.
 - e. What is the proposed method of disposition of the supplies with a cumulative value over \$5,000 upon termination of the agreement/project?**
 - There should not be any.

7. What procurements will be made in support of the funded project and what is the method of procurement (e.g., lease, purchase)?

- Vehicle and fuel
- Temporary staffing/seasonal staffing will be employed by KDA through a KDA approved temporary hiring agency.
- The Fiscal Department at the Kansas Department of Agriculture will provide most contracts.
- Most procurements will be made by purchase order.
- Some procurements will be made by reimbursable personal expense.

8. What are the travel needs for the project?

a. Is there any local travel to daily work sites? Who is the approving official? What are the methods of payment? Indicate rates and total costs in the Financial Plan.

- Travel will occur to trap for khapra beetle.
- Procurements will be made by purchase order.
- Some procurements will be made by reimbursable personal expense.
- Provided through the KDA fiscal department.
- The KDA Plant Protection and Weed Control Plant Program Manager is the approving official.
- Costs are included in the financial plan.

b. What extended or overnight travel will be performed (number of trips, their purpose, and approximate dates). Who is the approving official?

- There should not be any.

c. What is the method of payment? Indicate rates and total cost in the Financial Plan.

- Method of payment is by purchase order.
- Some payments will be made by reimbursable personal expense.
- Costs are included in the financial plan.

9. Reports:

- a.** Submit all reports to the APHIS Authorized Department Officer's Designated Representative (ADODR). Reports include:
- 1.** Narrative accomplishment reports in the frequency and time frame specified in the Notice of Award, Article 4.
 - 2.** Federal Financial Reports, SF-425 (replaces SF-269 October 1, 2009) in the frequency and time frame specified in the Notice of Award, Article 4.

10. Are there any other contributing parties who will be working on the project?

a. List Participating Agency/Institution:

- KDA
- USDA/APHIS/ PPQ

b. List all who will work on the project:

- KDA
- USDA/APHIS/ PPQ

c. Describe the nature of their effort:

- KDA – trapping, site selection, and screening
- USDA/APHIS/PPQ – funding and identification of suspect khapra beetles

d. Contribution:

- Trapping
- Site selection
- Screening
- Funding
- Identification of khapra beetle

C. APHIS Will:

1. Outline the Agency's (USDA APHIS PPQ) substantial involvement.

a. Include any significant Agency collaboration and participation

- Provide any new information that becomes available on the khapra beetle.
- Review data.
- Provide funds to the Cooperator to cover costs outlined in the Financial Plan.
- Help to make arrangements for Taxonomic support in identification.
- Provide input and oversight in the development and execution of the survey to ensure it meets national program goals and APHIS mission needs within the state.

b. Project oversight and performance management

- Review of data results submitted to IPHIS database.
- Review of accomplishment reports.

3. What equipment will be needed to perform the work? Include major items of equipment with a value of \$5,000 or more.

- Vehicle
 - GPS units
 - Computers
- a. Will Equipment be loaned or provided by APHIS? ☐ Yes ☒ No
If Yes, please list:
- b. How will the equipment be used?
- Trapping for the khapra beetle.

IV) GEOGRAPHIC LOCATION OF PROJECT

- A. Is the project statewide or in specific counties, townships, and/or national or state parks?
The survey will be conducted in Junction City, Kansas City, Lawrence, Manhattan, Topeka, Salina and Wichita.
- B. What type of terrain (e.g., cropland, rangeland, woodland) will be involved in the project?
Urban areas and places of business.
- C. Are there any unusual features which may have an impact on the project or activity such as rivers, lakes, wild life sanctuaries, commercial beekeepers etc? (list all that apply)
Areas might have disruption through human contact and possible language barriers.
- D. Identify the kind of data to be collected:
The kinds of data to be collected will include, but not limited to, observation number, observation date, data source, state/county, site code, pest code, pest status, GPS location and survey method.
- E. Establish criteria to evaluate the results and successes of the project:
1. Results:
 - Pest detection survey activities for the project completed.
 - All data collected from the pest detection survey is entered into the IPHIS database.
 - Maps of the pest detection survey activities are produced to aid in planning of future pest detection surveys, pathway risk analysis, and outreach activities.
 - State CAPS and KDA meetings to keep updated on issues.
 2. Successes:
 - Presence or absence of khapra beetle.
 - Identification of high risk areas.
 - Increased knowledge of resource locations.
 - Education to business owners about pest.

F. Methodology used to determine if the results and benefits are achieved:

1. Identified needs are met:

- Survey completed in specified timeframe.

2. Results and benefits are achieved:

- Review of the IPHIS database to ensure that data from the pest detection activities have been entered.
- Review the accomplishment reports, supporting outreach materials (if applicable), and maps.
- State CAPS and KDA meetings to keep updated on issues.

V) DATA COLLECTION AND MAINTENANCE

1. All survey data from cooperative agreements involving pest surveys will be entered by the State Survey Coordinator or KDA staff into the IPHIS database using approved protocol.

Data entry guidance appears below.

- First record for the State and/or County will be entered within 48 hours of confirmation of identification by a qualified identifier.
- All records will be entered into the IPHIS database by December 31 of the year of survey so these data can be included in the yearly Plant Board Report.
- Survey data will be collected with GPS technology (WGS84 datum is the standard)

VI) TAXONOMIC SUPPORT

A. Person or Institution that will screen targets (Name & Contact Information)

State Entomologist
Kansas Department of Agriculture
PO Box 19282, Forbes Field, Bldg. 282, Street I
Topeka, Kansas 66619

All insect specimens will be screened by the state entomologist.

OR

- B. ☒ Request for taxonomic support.

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VII) SIGNATURES

ROAR

Date

ADODR

Date

Detailed Farmbill Financial Plan

PROJECT: Khapra Beetle Survey

COOPERATOR NAME: Kansas Department of Agriculture

AGREEMENT NUMBER: 13-8420-1600-CA

TIME PERIOD: July 1, 2013 through June 30, 2014

Financial Plan must match the SF-424A, Section B, Budget Categories

ITEM			APHIS FUNDS	COOPERATOR FUNDS (Show even if zero)	TOTAL
PERSONNEL:	Hours	Salary			
Paid by APHIS funds			\$0		\$0
State Specialist 20 hours @ \$25/hr - Paid by Cooperator Funds	20	\$25		\$500	\$500
Subtotal			\$0	\$500	\$500
FRINGE BENEFITS:	Percent (enter as decimal not %)				
Paid by APHIS funds			\$0		\$0
22% of salary for permanent employees - Paid by Cooperator Funds	0.22			\$110	\$110
Subtotal			\$0	\$110	\$110
TRAVEL:	Cost	Length of time			
Car rental for seasonal staff (2 months @ \$173.25/month)**	\$173.25	2	\$347		\$347
Subtotal			\$347	\$0	\$347
EQUIPMENT:	Cost				
			\$0		\$0
Subtotal			\$0	\$0	\$0
SUPPLIES:	Cost	Length of time or amount			
Traps and lure provided by USDA			\$0		\$0
Fuel - Seasonal staff -3,275 miles/20 mpg x \$3.75/gallon a month (\$614/month x 2 months)**	\$614	2	\$1,228		\$1,228

Subtotal			\$1,228	\$0	\$1,228
CONTRACTUAL:	Cost	Hours			
Key Staffing (seasonal staff) \$20.00 x 320 hours)	\$20.00	320	\$6,400		\$6,400
Subtotal			\$6,400	\$0	\$6,400
OTHER:	Cost				
Postage & shipping	\$25		\$25		\$25
Subtotal			\$25	\$0	\$25
TOTAL DIRECT COSTS			\$8,000	\$610	\$8,610
INDIRECT COSTS (% on Total Direct Personnel Cost of salary and fringe benefits)*	Percent (enter as decimal not %)				
Indirect rate July 1- December 31, 2013- 19.7%	0.197		\$0	\$120	\$120
TOTAL			\$8,000	\$730	\$8,730
COST SHARE INFORMATION (Percent)			92%	8%	

* Kansas' Negotiated Cost Rate (Salary + Fringe Benefits x %=Indirect Cost)

** There is a shortage of state vehicles. We give the option of renting a vehicle or using personally owned vehicles. If renting we pay for the fuel and if a personal vehicle is used we pay mileage.